FILE LAYOUT INFORMATION FOR COUNTIES

Overview

In order to import data into the State Board of Accounts Annual Report program, you must create the files below and copy them into the Annual Report folder. Then, open the Annual Report program, go to the System Menu, select Import Data Files and click OK. This will import the data for the title page, beginning balances, receipts, and disbursements.

After the data is imported, go to the Reports Menu, select Exception Reports, and then print the exception report for the beginning balances, receipts, and disbursements files. This will tell you if you have any fund or revenue codes that are incorrect. These must be corrected on your accounting system and then imported again into the Annual Report program. If there are any exceptions or errors, the system will not work correctly because it will not recognize the fund and revenue codes. Incorrect data will not be accepted.

After there are no exceptions on the Exception Reports, then the user can display the data entry screens, print reports, or modify data in the system. The user should enter the rest of the annual report that was not imported from their accounting system, such as Part 4 Cash and Investments, Part 5 Indebtedness, etc.

When all of the data is entered and correct, then the user would go to the System Menu and select Download Data to copy the data files on a floppy disk to send to us.

The county vendors that I have worked with so far only wanted to import data for the title page, beginning balances, receipts, and disbursements. This is the majority of the data. If you also would like to import data for the detail tax distributions, accounts payable, or any other part of the annual report, then let me know and I can give you the file layout information for those files also and change the import program to import those parts.

There is also an Export Data option on the System Menu. This exports the unit name file, fund name file, expense account file, and revenue account file in a text format so that they can be read into other applications. This can be used to update the data files in your system.

If you have any questions, contact Linda Baker at lbaker@sboa.in.gov or at (317)232-4958.

Fund and Revenue Codes

A list of the unit id numbers, fund numbers and revenue codes are on are web page at: http://www.in.gov/sboa/resources/vendorinfo/. If you have one that is not listed, contact Linda Baker by email at lbaker@sboa.state.in.us to get the correct code. If you are using the State Tax Board codes, contact Linda Baker by email at lbaker@sboa.state.in.us to get a file that converts the Tax Board Codes to the ones used in this system.

Example File Layout

An example of a file layout for the BEGBAL file is as follows:

```
2002531000110888     -100.00
2002531000101001     1000.00
```

File Name: HEADER

File Description: This file contains the information on the cover page of the annual report. This file will have one record for each unit. The file must be named header.txt.

Fields:

DESCRIPTION	TYPE	WIDTH	COMMENTS
Year	Numeric	4	
County Number	Numeric	2	See County List.
Unit Type	Numeric	1	See County List.
ID Number	Numeric	4	See County List.
Federal Id	Numeric	9	Do not include hyphens.
Unit Name	Character	35	
Official's Last Name	Character	25	
Official's First Name	Character	25	
Official's Middle Initial	Character	1	
Official's Title	Character	25	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
County Name	Character	35	
Zip Code	Numeric	9	Do not include hyphens.
Phone Number	Numeric	10	Do not include hyphens.

File Name: BEGBAL

File Description: This file contains the beginning cash fund balances on Part 1 of the annual report. There should be a record for each fund. The file must be named begbal.txt.

Fields:

DESCRIPTON	TYPE	WIDTH	COMMENTS
Year	Numeric	4	
County Number	Numeric	2	See County List.
Unit Type	Numeric	1	See County List.
ID Number	Numeric	4	See County List.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List.
Beg Cash Fund Balance	Numeric	14	DO NOT include investments on hand. Include decimal point and sign (if negative).
Unit's Fund Number	Numeric	5	Fund Number from Unit's accounting system

File Name: RECEIPTS

File Description: This file contains the receipts on Part 2 of the annual report. There is a record for each revenue code by fund. The name of this file must be receipts.txt.

Fields:

DESCRIPTION	TYPE	WIDTH	COMMENTS
Year	Numeric	4	
County Number	Numeric	2	See County List.
Unit Type	Numeric	1	See County List.
ID Number	Numeric	4	See County List.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List
Revenue Code	Numeric	5	See Revenue Code List
Amount	Numeric	14	Include decimal point.
Unit's Account Number	Numeric	10	Revenue Acct No. from Unit's system

File Name: DISBURSE

File Description: This file contains the disbursements on Part 3 of the annual report. There is a record for each expenditure classification by fund. The name of this file must be disburse.txt.

Fields:

DESCRIPTION	TYPE	WIDTH	COMMENTS
Year	Numeric	4	
County Number	Numeric	2	See County List.
Unit Type	Numeric	1	See County List.
ID Number	Numeric	4	See County List.
Fund Type	Numeric	2	See Fund Code List.
Fund Code	Numeric	3	See Fund Code List
Department	Numeric	3	See Fund Code List. Enter 0 if no dept.
Expenditure Classification	Numeric	5	See Disbursement Code List.
Paid To	Character	35	Leave Blank. Not used by counties.
Amount	Numeric	14	Include decimal point.